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**Board of County Commissioners
Leon County, Florida**

Policy No. 04-2

Title: Retention of Outside Professional Services Providers by the County Administrator

Date Adopted: July 13, 2004

Effective Date: July 13, 2004

Reference: None

Policy Superseded: None

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

From time to time it is necessary for the County Administrator to expedite the procurement of professional services. Therefore, the County Administrator shall have the authority to retain the services of outside professional services, as necessary.

The County Administrator shall inform the Board of County Commissioners in writing of his retention of said professional services providers.

The County Administrator shall enter into Letters of Agreement with the providers of said professional services (including hourly rates and estimated total costs) and provide a copy of same to the Board of County Commissioners in a timely fashion.

In accordance with the County's adopted "Code of Ethics" Policy and the Leon County Administrative Code, as may be amended from time to time, the Board hereby further affirms that no County Commissioner shall directly or indirectly coerce or attempt to coerce, direct, or otherwise interfere with the County Administrator, any other County employee, or any professional service provider that is retained by the County Administrator under this policy. As used in this policy, "Professional Service Provider" shall mean the individual or entity that is contracted with or retained by the County Administrator. Professional service providers may include, but are not limited to, contract lobbying firms, lobbyists and lobbying assistants.